

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE
NUMBER 2111
PAGE 1 OF 2

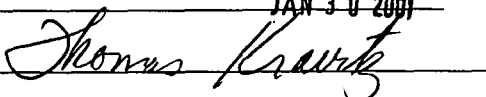
DEPARTMENT OF HEALTH & MENTAL HYGIENE
Deputy Secretariat for Operation
DHMH Policy Administration and Records Office

Item No.	Record Series Description	Retention
1.	<p>Records Management Record Series-</p> <p>A. Records Administration File – A subject file in alpha sequence, including information such as filing techniques, filing cabinets, records policy, training materials, forms and reference materials, etc.</p> <p>B. Records Schedule Files-</p> <p> i.) Organization Folder File- A folder is set up for each organizational unit, at least to program level, containing all past and current schedules used by the unit or for records which the unit is now responsible. Includes correspondence, suspense copies of new schedules, cover letters, and other information.</p> <p> ii.) Schedule Reference File- A binder containing a copy of each DHMH schedules in schedule number sequence, kept up-to-date with new schedules as approved.</p> <p> iii.) Schedule Index- A database of information extracted from schedules, in schedule number sequence, which includes information on whether a schedule supersedes or is superseded by another schedule, approval dates, etc.</p> <p>C. Transmittal & Receipt Files- DGS Form 550-5</p> <p> i. Transmittal Index File- Starting 1998.</p> <p> An electronic, chronological database extracted from record transmittal forms prepared for DHMH shipments to the Records Center or Archives, including information of warehouse locations and accession numbers, disposal dates, etc. A periodic printout of select data is used for quick reference.</p> <p> ii. Transmittal Master File- In batch number sequence, an annual binder of all transmittal forms prepared, batched chronologically for cross-reference, used to manage temporary in-house storage and shipment preparation.</p> <p> iii. Completed Transmittal and Receipt File- Forms returned by records center with receipt and storage information are placed in folders in schedule number sequence, after data is entered into the Transmittal Index, and a copy is sent to the initiating unit.</p>	<p>A. Screen annually, discard information which is no longer needed and update with new information as it becomes available.</p> <p>B.i.) Retain schedules permanently transfer periodically to Archives (Archives and State Records Center already have original copies). Other information may be discarded if no longer needed.</p> <p>B.ii.) Update periodically. Discard when no longer needed.</p> <p>B.iii.) Retain permanently, periodically sending copy to State Archives. Update when new schedules are authorized and signed. Maintain emergency back up file annually.</p> <p>C.i.) Information is updated as received but file is to be maintained permanently, with copies periodically sent to archives.</p> <p>C.ii.) Maintain in-office for three years, then if no longer needed, destroy.</p> <p>c.iii.) Retain permanently, periodically transferring to the State Archives .</p>

APPROVED BY: (Agency/Unit Manager)

DATE: JAN 30 2001

SIGNATURE

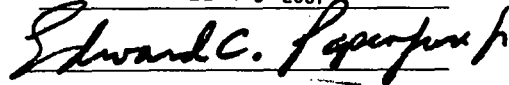


NAME/TITLE: Thomas Kravitz, Administrator DHMH Records Officer

AUTHORIZED BY: (State Archivist)

DATE: FEB 13 2001

SIGNATURE



NAME/TITLE: Edward C. Papenfuss, Jr., State Archivist

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE
NUMBER 2111
PAGE 2 OF 2

DEPARTMENT OF HEALTH & MENTAL HYGIENE
Deputy Secretariat for Operation
DHMH Policy Administration and Records Office

Item No.	Record Series Description	Retention
2.	<p><u>Policy Management Records Series</u></p> <p>A. Policy Subject File- Compilations of information on various subjects relating to DHMH policies including correspondence, mark-up copies of draft policies, newspaper/magazine/internet articles, etc.</p> <p>B. Current DHMH Policy File – a set of folders in policy number sequence, containing the original policy documents with the Secretary's signature, plus review and approval sheets with comments by the Attorney General's office and Programs affected by the policy.</p> <p>C. Inactive/Superseded Policy File- A set of folders in policy number sequence containing original, signed policies, when available, which are no longer in effect. In addition to information described in current policy folders, additional information regarding the deactivation of the policy may be included.</p> <p>D. Policy Administration Files - Information and documentation generated during the process of developing DHMH policies, including correspondence, a database of policy data, tracking/monitoring information for policies-in-progress, an index, e-mail discussing content of policies (either electronic or paper), draft policies, and other working papers.</p>	<p>A. Screen annually, discarding obsolete and superseded information. Records which illustrates the development of the Department or its programs, or which are significant for other reasons should be transferred to the DHMH History File, (see Item 3), for permanent retention.</p> <p>B. Retain permanently, transferring to Inactive/Superseded Policy File (see Item 2C) when replaced or vacated. Periodically transfer to the State Archives.</p> <p>C. Retain permanently, transfer periodically to State Archives.</p> <p>D. Retain in office for one year following the signing of the policy. Screen file, destroy information which is no longer needed, and transfer information which shows the development of the policy to the Current DHMH Policy file, (Item 2B).</p> <p>Ongoing computer information, such as the policy index, is updated as needed and may be deleted when no longer used.</p>
3.	<p><u>DHMH History File</u> - Information which illustrates the development of the Department, its programs and policies, including historic records transferred from component units.</p>	<p>3. Retain permanently, transfer periodically to State Archives.</p>

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 1 Of 3

1. DEPARTMENT/AGENCY

DHMH

2. DIVISION

OPERATIONS

3. UNIT

Records/Policies

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Records Management Series

5. EARLIEST YEAR / LATEST YEAR

1954 to 2001

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Schedules - Mostly copies but some original signatures - from @ 1954 > in organization folders.
- in binders - numerical sequence
Index - select info from schedules plus date on
Transmittals - 1998 to 2001 - in folders by schedule number (completed)
- annual binder of transmittals
Index - lists DHMH records in storage.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☒ Chronological
☐ Geographical
☒ Other (Specify) schedules #

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

3
Number

10. ANNUAL ACCUMULATION

- ☒ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

1/2
Number

11. FILE IS USED

- ☒ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

3 (transmittal Master) schedules - permanent
Number Month(s) ☒ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

201 5th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☒ Yes Records Center / Archive ☐ No (schedules)

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes Security ☒ No

16. AUDIT REQUIREMENTS

- ☒ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☒ Yes schedules, transmittals ☐ No

18. RECOMMENDED RETENTION

Permanent - schedules, completed transmittals - index

19. NAME AND TITLE OF PREPARER

Tom Krawitz

20. TELEPHONE NUMBER

410 767-5434

21. DATE

1/30/2001

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION
SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 2 of 3

1. DEPARTMENT/AGENCY

DHMH

2. DIVISION

OPERATIONS

3. UNIT

RECORDS/POLICY

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Policy Management

5. EARLIEST YEAR / LATEST YEAR

1975 to 2001

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

- Official signed copies of Policies: active & inactive
- Policy Administration files -
- Subject files -

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

5

Number

10. ANNUAL ACCUMULATION

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

1

Number

11. FILE IS USED

- ☒ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

501 5th Floor - 6th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes posted on Intranet ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS - NO BUT Requires OAG review

- ☒ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☒ Yes paradox database ☐ No

18. RECOMMENDED RETENTION

Policies are permanent -
Process documentation per year

19. NAME AND TITLE OF PREPARER

T. Kravitz

20. TELEPHONE NUMBER

410 267-5934

21. DATE

1/30/2001

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
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P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 3 of 3

1. DEPARTMENT/AGENCY

DHMH

2. DIVISION

OPERATIONS

3. UNIT

Records

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

DHMH History File

5. EARLIEST YEAR / LATEST YEAR

1930 TO present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Historic info - screened from agency file including old publications, photos, clippings, etc.

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

mixed

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☒ Other (Specify) by media type

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

2
Number

10. ANNUAL ACCUMULATION

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

2
Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☒ Monthly

12. FILE BECOMES INACTIVE AFTER

Permanent ☐ Month(s) ☐ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

201- Lobby Level

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes unknown ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes keep secure ☐ No

16. AUDIT REQUIREMENTS

- ☒ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes no ☒ No

18. RECOMMENDED RETENTION

Permanent

19. NAME AND TITLE OF PREPARER

Torn Krawitz

20. TELEPHONE NUMBER

410 267-5934

21. DATE

1/30/2001